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25 October 1961

MEMORANDUM FOR THE RECORD

SUBJECT : Electric Typewriters - Type Styles

REFERENCES: (a) Memo fr DDP/AEXO to D/OL subject: Typewriter  
Procurement, 9 Mar 61(b) Memo fr ASSA(Logistics) to D/OL subject: Type  
Styles for Electric Typewriters, 8 Jun 61

1. Reference (a) requested that the Office of Logistics procure electric typewriters for future use of the Clandestine Services, both headquarters and field, with two features - pica type and a carbon paper ribbon feed. [ ] (OL/SD) referred the matter to SSA/DDS with the comment that the Office of Logistics normally procures equipment as ordered by the requisitioning office. Further, that he thought the subject was a policy matter and should be covered by an instruction of some type in order that the requisitions might be prepared properly.

2. The undersigned discussed the matter with [ ] staff. It developed that the action requested by [ ] resulted from a requirement of the CS Services Record System for good photographic copy of documents which will be integrated into the system by microfilm reproduction. The discussion further disclosed that there had been an omission in reference (a) and that only the following heavier type faces met the criteria:

<u>Make</u>	<u>Type Style</u>	<u>Code</u>
IBM Standard	[ ]	
IBM Selectric		
Remington		
Royal		
Smith-Corona		
Underwood		

In addition, all typewriter models except IBM Selectric should be equipped with a carbon paper ribbon feed.

3. [ ] stated that action requested by reference (a) had not been coordinated with any Agency components and no instructions had been issued to CS regarding this matter. [ ] further reported that only documents concerning operations, such as information reports,

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incoming and outgoing dispatches were being microfilmed at the present time, but additional material might be included in the system at a later date. Further, that it was [ ] desire that the procurement of all electric typewriters for the Clandestine Services, including those used for administrative matters, should be limited to the type styles listed above. In numerous instances typewriters are used for both operational and administrative matters. In addition, typewriters are returned to stock frequently and re-issued for use other than the original intent. The undersigned pointed out to [ ]

[ ] that there might be cases where an exception should be made to the above policy. For example, the Cover Group and other components of the CS conduct correspondence with commercial organizations and the distinctive type styles noted above are uncommon in commercial usage and therefore, might attract undue attention or eventually be identified as CIA type styles. [ ] agreed and requested that the SSA/DDS grant exceptions where justified.

4. A number of Agency components are engaged in establishing automatic data retrieval systems. A memorandum was addressed therefore, to the Director of Logistics containing the basic information noted above and indicating that it would appear desirable under these conditions to conduct a feasibility survey with a view to possible standardization of type styles which would be acceptable for DD/I and DD/S automatic data processing.

5. The Office of Logistics forwarded the information by reference (b) to the CIA Automatic Data Processing Staff which is under the direction of [ ]. No response was received from the Office of Logistics or the CIA Automatic Data Processing Staff within 60 days and a telephone inquiry was directed to [ ] (Data Processing Staff) regarding the matter. [ ] stated there were only a few DD/I and DD/S components whose documents were microfilmed for inclusion in a record system and that the standardization of distinctive type styles for these components would be provided for on a case basis. [ ] further indicated that under these conditions the standardization of type styles appeared to be of primary interest to the CS and that the development of an Agency policy and regulatory issuance did not appear appropriate.



SSA-(Logistics)

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